

# **CLASSIFICATION/COMPENSATION**

## **APRIL 2007 MONTHLY REPORT**

### **CLASSIFICATION/COMPENSATION**

#### **Blind Services**

- Prepared and forwarded for review a proposed specification for the 'T' grade Low Vision Therapist.
- Revised proposed spec for "T" grade Low Vision Therapist.
- Approved request for a 10% in-range salary adjustment, based on job change, for Residential Life Coordinator.

#### **DCD**

- Reviewed, revised, and approved equity study for 20 CDC Program Supervisors.
- Met with Rob to discuss the realignment of the Chief, Child Care Workforce Section and the impact that it would have on the Asst Director/Administration.
- Prepared analysis of the realignment of the Chief, Child Care Workforce Section and determined that it would not adversely affect the Asst Director/Administration and an in-range adjustment could be given to the Chief, Child Care Workforce Section.

#### **DFS**

- Approved request for a 3% in-range salary adjustment, based on job change, for Branch Manager.

#### **DMA**

- Approved amendment to Personal Service Contract for Drug Utilization Review Board Member, Dr. Edward Treadwell.

#### **DMH**

- Approved reclassification of a Capacity Development Coordinator (FR) to a Mental Health Administrator I.
- Submitted request to Darryl Bass to reclassify Willie M. Regional Services Manager (73-T) to a Mental Health Program Coordinator effective May 1<sup>st</sup> to abolish t-grade class.
- Incorporated KSAs into six (6) proposed Mental Health class specifications. Pending management's approval.

#### **DPH**

- Updated delegated authority agreement to approve nine (9) additional classes.
- Approved Public Health Epidemiologist II reclassification request.
- Approved 5% equity in-range for Child Nutrition Program Assistant.
- Approved 5% equity in-range for Child Nutrition Program Assistant.
- Incorporated KSAs into three (3) proposed Public Health Epidemiology class specifications. Pending management's approval.
- Provided consultation on reorganization in Epidemiology section. Analyst notes and official job description pending.
- Provided consultation on recruitment difficulties with the PH Physician and PH Epidemiology classes.
- Consulted with OSP on range revision for PH Disease Control Specialist and issues with starting salary. Verbal approval to continue use of previous SMR until resolved.
- Phone interview with applicant for position at Public Health.

## **DSS**

- Approved Personal Service Contract for Program Coordinator, John Blake.
- Approved Personal Service Contract for Technical Assistant Provider, Kevin Campbell.
- Reviewed qualifications worksheet for an Office Work Unit Supervisor V applying for an AA II position in the same work unit. Allowed credit for same occupational group based on natural progression of the classes.
- Met with Dessadra Murden on salary administration and forms processing.

## **DVR**

- Reviewed qualification for an individual applying for an Adjustment Services Instructor position.
- Approved request to reallocate the Facilities Access Specialist position to a Business Officer I, sg 73.

## **OES**

- Approved request to reallocate Educational/Developmental Aides to Assistants.
- Prepared and forwarded to OES for review proposed specs for "T" grade Deaf Blind Intervenors.
- Revised proposed spec for "T" grade Deaf Blind Intervenors.
- Met with Felicia Davis, Cyndie Bennett and Don to discuss flextime.

## **OOS**

- Reviewed job description for DIRM Purchasing position.
- Met with Charles Lane to discuss Purchasing position.
- Requested job descriptions for ITS' purchasing positions.

## **ADATC-Greenville**

- Conducted follow-up regarding training function needs-Nurse Educator or Staff Development Specialist-no response received.

## **Broughton**

- Consulted with Mary Ragsdale regarding Medical Transcriptionists and the possibility of shift premium pay-Mary will draft a plan.

## **Caswell**

- Approved reclassification of vacant Processing Assistant III to a Personnel Assistant IV.
- Approved upgrade for a licensed recreation therapist.

## **Central Regional Hospital:**

- Called Mary to provide option of Nurse Supv (RN) A or use of a Nurse Ed Director I. Reviewed QA Specialist III request.

## **Cherry**

- Cherry Hospital-approved reallocations for a Community Production Specialist and a Community Employment Services Representative.

## **DIX**

- Consulted with Terry Johnston regarding extended care pay for forensic psychiatry.

## **Murdoch**

- Approved a Community Production Specialist I and second, Plant Maintenance Supervisor II.

## **O'Berry**

- Approved upgrade for a licensed recreation therapist (I) at O'Berry Center; however, management chose not to do so.

### **Riddle Dev Ctr**

- Consulted with Susan Scroggs and Nancy Hunter regarding timekeepers (BEACON). Worked with Susan Scroggs on the appropriate FLSA designation for the Volunteer Services Director I.

### **MISC.**

- Paula, Belinda and Elaine met to compare minimum training and experience requirements and salary grades for a variety of Mental Health, Public Health, DMA and Social Services classes.
- Met with Lynn Floyd, OSP, to discuss Interpreters' T-Grade study on April 17<sup>th</sup>.
- Attended section Staff Meeting on April 12<sup>th</sup>.
- Participated in Safety Drill April 17 & 18<sup>th</sup>.
- Assisted in staffing the Departmental Wellness Fair on April 18<sup>th</sup>.
- Worked with Lynn Floyd on the Assistive Tech Consultant and AT Specialist T-grades.
- Obtained approval from Rickye to add Human Services Coordinators (I-III) to the critical care listing.
- Completed proposed training and education requirements and titles for the MH/DD/SAS facility leadership.
- Conducted follow-up with regard to phlebotomy techs-they do not have to be certified/licensed. However, must be trained by an RN or licensed Phlebotomist and complete 50 successful draws before independently drawing blood.
- Facilitated Human Resources Project Tracking Session.
- Implemented Customer Service Survey for C/C. Report sent 4/30.
- Project Tracking Planning spreadsheets from CC due 5/10 after staff meeting to discuss survey results.
- Developed spreadsheets listing all DHHS physician, dentist and pharmacy classes. Incorporated current salary grade, minimum and maximum salary and number of employees at each facility.
- Researched market data for Physician Director IIA and IIB positions. Updated market analysis for Physician IIIA, Physician IIIB, Physician IIIC, Dentist II, Physician Extender II, Forensic Pathologist, Clinical Pharmacist and Pharmacist classes.
- Typed new/proposed specs for PH Epid I, II, & PH Epid Prog Mgr, MH Mgr I, II, MH Adm I, II, MH cons, MH Coord to be sent to Lynn Floyd.
- Formatted Competency descriptions for Pers Asst IV, Pers Asst V, Pers Tech I, Pers Tech II, Pers Tech III. Also typed allocations lists for the above Personnel classes.

## **MISC (con't)**

- Personnel Tech Study Team met with Don and Rickye on April 13<sup>th</sup> to share role summaries by functional area. Glenda will revise the role summary documents with input from Tracie Wilson.
- Typed role summaries, T&Es, Total positions, Location for EDA/YPA and Program Consultant/Specialists.
- Spent 9 hours registering employees for training classes for Barb's section.
- Belinda and Paula met with Lynn Floyd to review new specs for Therapeutic Recreation Specialists. Belinda is drafting non-licensed specs.
- Sandy, Paula, and Don met with Shari Howard and Lynn Floyd (OSP) regarding shift premium pay for dietary workers at Broughton and JUH.
- Paula attended DHHS Workforce presentation by Dr. Jim Johnson.
- Abolished 7 vacant T-grade titles.
- Met with Angela Miller and Pam Bowling to discuss proposal for new intern pay rates.
- Met with Pam Bowling to present proposal for a combined medical pay plan.
- Drafted the instructional design outline for timekeeping training to be presented in late summer.
- Sent out new School Educator Salary Schedule.

## **BEACON**

- ❖ Elaine met with Bob Roberts and Julie New regarding issues and unique situations in reconciling their Naming of Organizational Units printouts to our organizational structure.
- ❖ Revised/Finalized Naming of Organizational Units spreadsheets for all divisions/facilities by April 16<sup>th</sup>.
- ❖ Revised Functional Area Mapping spreadsheet to incorporate 206 additional timekeepers.
- ❖ Attended DHHS Core Group Meetings April 5 & 19<sup>th</sup>.
- ❖ Worked on BEACON Communications projects.
- ❖ Revised Broughton's BEACON spreadsheet.
- ❖ Set up meetings tentatively scheduled for reviewing the impact assessment for DHHS. Due date for the impact assessment to be completed assuming the same timeline as the original due date would be June 7<sup>th</sup>.
- ❖ Attended BEACON payroll meeting on April 5<sup>th</sup>.

## **CAREER BANDING**

- Implemented Career Banding Survey. Results to be compiled 6/1/07.
- Mike and Paula met to discuss steps to complete self-audit. Working on project plan currently to meet deadline.
- Attended Career Banding Basics workshop. Sent Lynn Freeman feedback about the lack of interactivity in the content.

## **EXCEPTIONS**

- Obtained 5% salary exception from OSP for Medicaid Accountant II new hire at DMA.
- Obtained 13.8% salary exception from OSP for a Public Health Program Manager I at Public Health.
- OSP, Lynn Floyd, denied salary exception request for social worker at Caswell Center.

## **TRAINING**

- Completed Results Based Interaction workshop. No follow up needed.
- Attended Success Planning workshop on the changing needs of the workforce within DHHS.

### Processing of Classification Actions

8 actions completed (as requested)

10 pending actions

1 returned without action

Avg. # of days to complete an action = 7 days

Personal Service Contracts Reviewed = 5

Salary Exceptions = 3